



2014 CHRISTMAS PARADE ENTRY FORM

December 6th, 2014

PARADE ENTRY REQUIREMENTS & INFORMATION

1. The City reserves the right to accept or reject any applicant.
2. Signed Entry Form must be returned by 3pm, December 2nd for placement in the parade.
3. Parade Rules and Regulations Form (attached) must be signed and returned with Entry Form.
4. All entries must have a person 21 or older who agrees to be responsible for the safety of those participating in their entry.
5. Line up information will be sent via email to the contact person listed on this application at least a week before the event date.

Please return form to:
Leander Parks & Recreation
PO Box 319
Leander, TX 78646
Fax: 512-528-9228

Applicant/Group Name: _____

Contact Person: _____

Day Phone: _____ **Cell Phone:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Email: _____

Entry Type: ☐ Walking/Marching Unit ☐ Decorated Vehicle ☐ Vehicle w/Trailer ☐ Classic Car
☐ Equestrian/Animal Unit ☐ Other (Please Specify _____)

Description of Entry: _____

Who will be participating in your entry? _____

Overall Length: _____ **Will Entry be Lighted?** _____ **# of Walkers in Walking Units:** _____

Applicant Signature: _____ **Date:** _____

PARD USE ONLY

☐ Approved ☐ Declined ☐ Entered into Parade Log by: _____

Welcome to the Parade!!

To ensure the safety and enjoyment of our participants and spectators, all persons participating in the annual Christmas Parade & Tree Lighting must abide by the following rules & regulations. Failure to do so may result in the removal of the individual or organization from the parade.

1. **For safety reasons, no candy, toys, souvenirs, or promotional items may be thrown from an entry. You may have persons walk along the edge of the roadway and distribute items to the crowd.**
2. No “live” Santa Claus may appear on any entry – the “real” Santa is at the end of the parade!
3. All entries using a generator must have a fully functioning fire extinguisher onboard.
4. No confetti, glitter, or other material may be blown from an entry.
5. A minimum distance of 20 feet must be maintained between all entries. Motorized vehicles should not exceed 5 mph.
6. All riders on floats, trailers, vehicles, etc. must remain seated when in motion. Any participant whose entry requires standing must have a firmly anchored stand to brace against. Any display must be firmly anchored.
7. No dangling of legs, arms, or body parts from vehicles, floats, etc. Entries should be designed to minimize dragging of any material on the pavement.
8. All participants on motorized floats or in vehicles must remain on float or in vehicle until stopped at the end of Brushy Street. Participants will then need to utilize the Leander Middle School walkway to return to their cars or the City Hall area. Vehicles will be directed on a route to return to the staging area from that point.
9. Walking participants are able to exit the parade route at the corner of Brushy & South St. to the left or right and then watch the parade from South St. Walking participants wishing to be picked up by parents should exit the parade by continuing down Brushy St. to the back walkway to the Leander Middle School parking lot. Please confirm arrangements with your group organizer.
10. There must be at least one adult supervising all entries carrying or walking minors.
11. Floats/trailers must not carry more riders than can be safely seated.
12. If your entry involves animals of any kind, the applicant must ensure that animal waste will be picked and disposed of properly.

Parade Check In 3:30-4:30pm

Entries must be checked-in before 4:30pm. Late entries may not be accepted.

Line-up will take place generally at the corner of Municipal and West Drive.

Specific line-up locations will be emailed out at least a week prior to the event date.

The parade will begin at 5 pm.

I, the undersigned agree to be responsible for the safety of all persons participating in this parade as part of my entry. I agree to follow and enforce all rules & regulations stated above in addition to directives given to me by parade staff.

Entry Name: _____

Signature: _____

Date: _____

Print Name: _____